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*Office Memorandum* • UNITED STATES GOVERNMENT

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TO :

DATE: 13 March 1952

FROM :

SUBJECT: Report for Week 7-12 March 1952

1. In accordance with the suggestion of Colonel Baird, Mr. Robert Amory, Jr. called to arrange for a VIP presentation and indoctrination next week. We have allotted approximately 2½ to 3 hours for this.

2. On Monday, 10 March, conducted a special course for I&S field personnel on "Security Responsibilities and their Relationship to the Functions of CIA." At this undertaking, we inaugurated the use of the movable metal board for depicting organizational lines and offices, using the magnetic plaques which were primarily designed for the permanent installation in the CIA Orientations Room. The experiment proved quite successful. Because of this, we will be able to utilize the same metal board for similar undertakings at the Strategic Intelligence School and other similar locations in the vicinity of Washington.

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3. [ ] of the SIS, stated that the reports of student officers were most favorable about the recent OSI presentation and panel discussion which was conducted under the aegis of [ ]

4. The Chief, Orientations and Briefing Division, has been scheduled for new special lectures:

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5. Satisfactory progress has been made on preparation for the Sixth Orientation Program. The format will be somewhat of an improvement over our last course since it will bring in a basic presentation on the first day summarizing the impact of the current world situation, and on the second day we will attempt to group all of the support functions in the intelligence field, allowing the third day for the production processes. [ ] of ONE has gladly accepted the assignment for the "crisis" presentation. [ ] the Chief of the Liaison Branch of the FBI, will represent that agency. Instead of having a scientific lecture, we may experiment with a scientific panel of three or four of their top people under the panel chairmanship of Gen- [ ] This idea is still in the planning stage.

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6. The trend in the Intelligence Indoctrination field is toward receiving additional requests from oldsters in the Agency to join with the people who are just coming aboard to get what was not given to them when they first came to work in CIA. We have devised a system with Mrs. Vaughn, who is the assignment officer of I&S, by which she will keep beneath a certain total number based upon the allotment of seats which we will give to the special groups. For example, on last Tuesday, besides the newcomers we had 20 people from the Office of Personnel and 4 from the Telephone Office. The crowd on that day went beyond our desirable and normal capacity, necessitating our borrowing chairs to adequately accommodate the people.

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7. The Orientation Program attendance records will all be turned over to [redacted], who will punch a card for each attendance slip. We have already given him the records of the last course, i.e., the fifth one, since these were all in the order in which he desired them for his punching purposes. The records on the first, second, third, and fourth courses will be turned over to him probably next week.

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8. On Monday, 10 March, [redacted] people attended the Intelligence Indoctrination, and on Tuesday, 11 March, [redacted] were in attendance, making a total of [redacted]

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[redacted]  
Chief, Orientation and Briefing Division

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